Technology Standards- Rubric

Computer Use		
## Level 1 Step 1-Understand Teacher is able to- • Turn computer on • Navigate desk top to locate e-mail • Access and send email • Reply, forward and send attachments Step 2 Teacher is able to- • Open internet browser • Use a search engine to locate information • Document and reference information found on the internet Step 3 Teacher is able to- • Open Word Processor • Create a document • Format a word document- • Change size, color and style of fonts • Insert picture from clip art and hard drive • Change margins • Print	## Level 2 Step 1--Apply Teacher is able to- • Create a power point • Use various transitions between slides • Add pictures • Use power point in class • Post power point to website Step 2 Teacher will- • Locate and review a podcasts **Step 3** 1. Complete Training on Cyber Safety	## Level 3 Step 1 Student Creates Teacher will have students complete two of the following technology pieces in their classroom • Power point/Presentation • Spread Sheet • Document with at least 3 format options below • Font • Size • Margins • Header/Footer • Insert Clips

iPad Use

Level 1-Basic Use

Step 1- Set-up and basic use of iPad

1. Turn on iPad
2. Sync iPad to an iTunes Account

Step 2- Navigation of iPad

1. Understand buttons
   a. Home Button
   b. Sounds Buttons
   c. Cameras
   d. Power Buttons
   e. Charging Port
   Navigate
. Home screen
   a. App Pages
   b. Search screen
   c. Home row apps
      Become familiar with Apps

   a. Messages
   b. Calendar
   c. Contacts
   d. Reminders
   e. Notes
   f. Maps
   g. Videos
   h. YouTube
   i. iTunes
   j. AppStore
   k. Settings
   l. Photo Booth
   m. Camera
   n. Face Time
   o. Newsstand

Level 2- Apps

Step 1

1. Search for Apps
2. Search for podcasts
3. Locate information on iTunesU

Step 2

1. Analyze various applications to determine which ones will enhance student engagement and understanding in your subject matter
2. Evaluate where the apps can be used in your curriculum

Step 3

1. Create with Office 2hd(office suite)
   . Documents
   a. Spreadsheets
   b. Presentation
2. Develop or utilize flash cards of subject matter for student use

Step 4

2. Complete Training on Cyber Safety

Level 3 Application and Design

- Upload your created documents on Office 2hd to your school Google Doc Account

1. Design a lesson that requires students to collaborate on a project through Google Docs
2. Design a lesson that requires all students to respond electronically, possible forms include- **voice thread, Socrative exit ticket, email, forums or threaded discussion**
3. Complete a minimum of 4 lessons that are completely paperless for teacher and student
4. Utilize app for notating on student work or on a PDF (uPad or Type on PDF)
5. Design a lesson that requires a finished project that student can share in an electronic form with others-Book Creator, voice thread, show me, video posted to e-folio, other options as applicable
6. Design a lesson that requires students to create a product that demonstrates understanding through application and is able to share the product in an electronic format
7. Support student use of the calendar in iPads to improve student organization

Step 3- Basic iPad Functions
 	
  1. Type on iPad
  2. Settings
      a. Wifi
      b. General
  Set-up Email
  Sync with Calendar		

Level 4 Application and Design • Serve as a mentor for teachers just beginning the use of iPad Touch in the classroom • Students create lessons for class using the iPad		

Promethean Use

Level 1	Level 2	Level 3

Step 1
 Teacher is able to-
 • Open Software (ActivPrimary/ActivInspire)
 • Turn on projector
 • Open an existing Flipchart
 • Create/Open a new flipchart
 • Open multiple Flipcharts
 	
 Step 2
 Teacher is able to-
 • Use Tools
   o Pen
   o Select
   o Eraser
   o Highlighter
   o Text
   o Floating Keyboard
   o Handwriting and Shape recognition
   o Fill Tool
   o Connector Tool
   o Math Tools
     ▪ Ruler
     ▪ Protractor
     ▪ Compass
     ▪ XY Origin
     ▪ Dice
     ▪ Calculator
 	
 Step 3
 Teacher is able to-
 • Understand the Dashboard (welcome screen)
 • Move objects around
 • Resize objects
	Step 1
	 Teacher is able to-
	 • Change Profiles
	 • Customize main toolbox
	 • Promethean Planet
	   o Usefulness and registration
	   o Resources
	   o Professional Learning
	   o Community
	   o Basic Search and downloading
	     ▪ Design Mode
	   o Importing Resources Packs
	 • Add objects to Flipchart
	   o Understand tools in Marquee Handles
	     ▪ Drag A Copy
	   o Customize Marquee Handles
	
	 Step 2
	 Teacher is able to-
	 • Use presentation tools
	   o Spotlight
	   o Revealer
	   o Camera
	   o Zoom
	   o Clock
	   o Ticker Tape
	
	 Step 3
	 Teacher is able to-
	 • Use Desktop annotation
	 • Desktop Tools
		Step 1
		 Teacher is able to-
		 • Inserting Links and Media
		   ▪ Inserting links to documents
		   ▪ Inserting links to websites
		   ▪ Inserting links to Media
		 • Insert Media
		   ▪ Audio, sound, media files
		
		 Step 2
		 Teacher is able to-
		 • Browsers
		   ▪ Action
		     o Attaching actions to objects
		     o Command Actions
		     o Page Actions
		     o Object Actions
		     o Document/Media Actions
		     o Removing Actions from objects
		 • Property
		   o Page Properties
		   o Object Properties
		   o Containers
		   o Restrictors
		   o Grid Design
		 • Notes
		 • Resource
		   o Resource Browser settings
		   ▪ My resources
		     o Shared Resources
		     o Other Resources

		o Search Tool o Adding Resources to the Flipchart o Adding Resources to the My Resources • Drag a copy Step 3 • Layers • Magic Ink

Level 4
<u>Step 1</u>
• Voting Browser
  o Registration
  o Renaming Devices
  o Removing Devices
  o Question Manager
  o Express Poll Wheel
  o Self-Paced Polling Questions
  o Running A self-paced polling session
  o Editing a question
  o Exporting Test Results to Excel
• Design Interactive Flipchart Lessons
	Level 5
	• Produce and publish various educational flipcharts on Promethean Planet
	• Create and publish podcast of daily lessons
	• Students create lessons for class using the Active Software
	
	• Serve as a mentor for teachers just beginning the use of the interactive white board	

Moodle		
Step 1-Training Teacher will-(with moodle training) • Complete the districts full training in Moodle – web based course management system (CMS) • Use Moodle in the classroom and provide students with 24/7 access to learning whether they are in class or homebound •	Step 2-Classroom Use • Design a lesson that includes • Embedded Video • Forum • quizzes or tests	Step 3 Teacher as peer coaches for mastered steps in - • Serve as a mentor for teachers just beginning the use of Moodle in the classroom